


Fermilab

Fermi National Accelerator Laboratory
Technical Division / Machine Shop
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Technical Division

Guidelines for Working in the Lab 1 (Cut Shop) Building

Written By: _____ Date: _____
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Reviewed By: _____ Date: _____
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Approved By: *Original signed by Charles Matthews 1/23/01* Date: _____
 Charles Matthews, Superintendent of Machine Shops

I. INTRODUCTION

This document describes the policies that regulate activities for personnel working in Lab 1. These policies apply to all Fermilab employees and all registered laboratory visitors that spend a substantial amount of their time working in Lab 1 (Cut Shop).

II. ACCESS/RESTRICTIONS

A. Working Visitors

Upon arrival, working visitors will be expected to report to either, the Building Manager or the Alternate Building Manager unless previous arrangements have been made with one of the above-mentioned staff. In either case, it is important that someone in a position of responsibility is aware of the presence of the working visitor in the event of an emergency situation. Working visitors that have occasion to bring in additional short term (< 1-day) visitors to Lab 1 must inform the Building Manager, or the Alternate Building Manager.

If the working visitor must be present outside of normal working hours for Lab 1, then he must be accompanied by a TD Machine Shop Employee and have the permission of the Building Manager, or the Alternate Building Manager.

B. Crane Operation

Operation of overhead cranes in Lab 1 is restricted to employees who have received approved training and can demonstrate competence in the hoisting and rigging activities proposed.

III. SAFETY

A. General

It is the supervisor's responsibility to ensure that personnel working in Lab 1 are properly trained and qualified to perform their assigned task.

Working visitors should familiarize themselves with the ES&H bulletin board located in the lunchroom on the west wall. This board lists important information regarding safety procedures, building management, emergency wardens, etc.

Appendix A list phone numbers which may be useful to persons working in Lab 1.

B. Personnel Protective Equipment

Lab 1 has been designated as a safety footwear and approved eye-protection facility. All occupants, except casual visitors, i.e., sales peoples, service representatives, etc., must wear approved foot protection (safety shoes) in all work areas. Safety shoes are not required for individuals who remain on the gray designated aisle way. Safety glasses are required to be worn upon entering the building. Safety glasses are not required in the lunchroom, office areas or washrooms. "Visitor" safety glasses can be found in dispensers located at the entrances on the north and West Side of Lab 1.

C. Fire Alarm

A fire alarm (constant klaxon) indicates a fire in the building. All personnel will evacuate the building upon hearing this alarm. In the event that evacuation of the building is required, do not leave the general area around Lab 1, until the Lab 1 emergency warden has been notified that you have indeed left the building. The official meeting place for building

occupants in the event of an evacuation is the parking lot, east of Lab 1, where a head count will be taken. If no regular Lab 1 staff members are present in the building when the alarm is triggered go to a safe location and dial 3131. Explain the nature of the emergency to the Emergency Service Department.

D. Tornado Alarm

In the event of severe weather (tornado), a steady siren is heard throughout the Village. This alarm indicates the approach of severe weather and requires all personnel to proceed to the designated shelter area, the Lab 6 Protomain Tunnel. See Attachment 1.

E. Radiation Safety

Portions of Lab 1 are classified as Radioactive Materials Areas and are well marked. Personnel access to these areas are restricted to personnel who have received, at a minimum, Fermilab General Employee Radiation Training (GERT). Untrained personnel may enter these areas provided they are escorted by personnel who have received the necessary training.

F. Harmful Material

There are various chemicals and solvents in Lab 1 that could be harmful if misused or used without the proper personal protective equipment. Material Safety Data Sheets (MSDS) for all such materials at Lab 1 are available at the MSDS station located on the south wall of the lunchroom. Working visitors who have occasion to use such materials (already existing) must read and comply with the regulations on the appropriate MSDS. Any uncertainty in the proper use of such materials should be resolved by the Building Manager.

Chemicals may not be brought into Lab 1 without the approval of the Building Manager. Any chemicals brought into Lab 1 must be accompanied by the most recent MSDS and be able to be stored without requiring any additional storage capabilities than already exist within the building. Such materials must not require any special protective equipment or disposal not already available.

G. Smoking Policy

Smoking is not allowed in Lab 1 or in the adjoining buildings.

H. Eating/Drinking

Eating and drinking are not permitted in the shop areas. Eating and drinking are permitted in the lunchroom and in the office. See Attachment 2.

I. Children

Children under the age of 18 years of age are not permitted in Lab 1 without a Technical Division escort and prior approval from the Division Head. (Reference policy TD-1040)

J. Parking

Parking for personal vehicles is not allowed on the north side of the building. Visitors may park in the parking lot located to the east (front) of Lab 1.

IV. COMPLIANCE

It is expected that all working visitors will comply fully with these guidelines. These guidelines have been developed to ensure that all operations at Lab 1 are conducted in a safe manner consistent with Fermilab Environment, Safety, and Health Policies. As stated in the preface to the Fermilab ES&H Manual, non-cooperation or flagrant disregard for these regulations is grounds for disciplinary action or denial of access to these facilities.

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Guidelines for Working in Lab 1

Appendix A

Fermilab Emergency Phone Number - 3131

| Position | Name | Phone | Page | Long Distance Page |
|----------------------------------|----------------|--------------|-------------|-------------------------------|
| TD Senior Safety Officer | Rich Ruthe | 5424 | 1158 | (630) 266-6842 |
| TD Radiation Safety Officer | Mike Herr | 3382 | 0753 | (847) 536-2668 |
| TD Waste Coordinator | Mike Herr | 3382 | 0753 | (847) 536-2668 |
| Lab 1 Building Manager | Jerry Peterson | 3711 | 1162 | - |
| Lab 1 Alternate Building Manager | Louis Ramirez | 2484 | 1163 | - |